

**United States District Court – Eastern District of Washington
CM/ECF Sealed Documents**



December, 2012

ACCESSING SEALED DOCUMENTS

Introduction

Users will now be able to click on the **document number link** from the Notice of Electronic Filing (NEF) and view/print/save sealed documents. **It is important to note this access may not apply to all sealed documents.** Some documents will remain non-accessible.

If a sealed document can be accessed, CM/ECF must determine that you have permission to access the document. Validation is based on counsel entering their **ECF Login and Password** after clicking on the document number hyperlink (see below). **Once the document is accessed, you should print as many copies as you need or save the PDF for future access. Any subsequent access from the NEF will require you to pay PACER fees for the document, if applicable.**

Documents Accessible

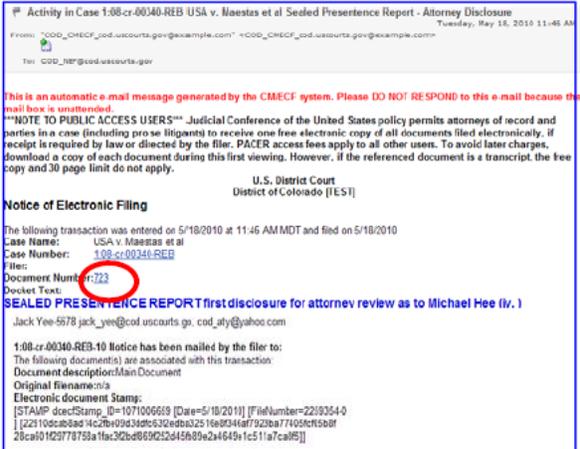
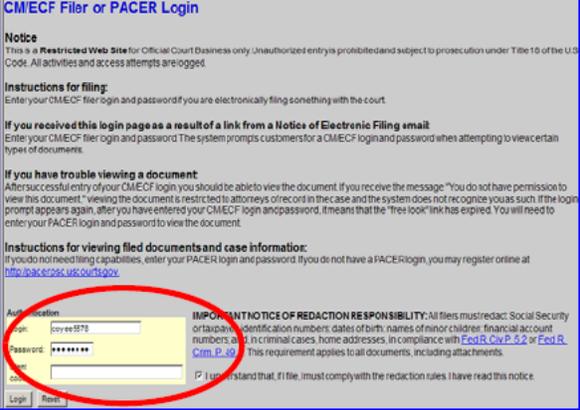
The following is a list of sealed documents that can be accessed from the NEF.

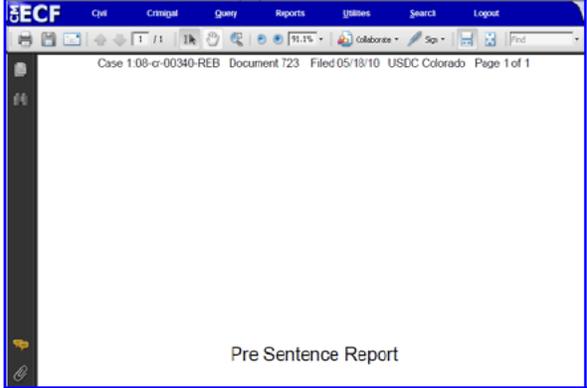
- Sealed Documents which you have e-filed
- Sealed Motions which you have e-filed
- Sealed Motions to Seal which you have e-filed
- Sealed Orders on Sealed Motions
- Sealed Orders

Access Instructions

STEP	RESULT
1. The NEF is sent to the e-mail address(es) on file for counsel of record.	 <p>The screenshot shows an email inbox interface. At the top, it says 'Inbox' and 'Messages 1-47 of 47'. Below that are navigation links: 'View', 'From Contacts', 'From Connections', 'Unread', and 'Flagged'. There are also buttons for 'Delete', 'Spam', 'Mark', and 'Move...'. A table below lists email entries with columns for 'From', 'Subject', 'Date', and 'Size'. The first entry is from 'COD_CMECF_cod.uscourts...' with the subject 'Activity in Case 1:00-cr-00340-REB USA v. Maestas et al...' and a date of '11:46 AM' and size of '7KB'.</p>

Access Instructions

STEP	RESULT
<p>2. From the e-mail, the document number hyperlink will begin the document access process.</p>	 <p>Activity in Case 1:08-cr-00340-REB USA v. Maestas et al Sealed Presentence Report - Attorney Disclosure Tuesday, May 18, 2010 11:45 AM From: "COD_CMECF_cod.uscourts.gov@example.com" <COD_CMECF_cod.uscourts.gov@example.com> To: COD_NP@cod.uscourts.gov</p> <p>This is an automatic e-mail message generated by the CMECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.</p> <p>***NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.</p> <p>U.S. District Court District of Colorado (EES1)</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered on 5/18/2010 at 11:45 AMMDT and filed on 5/18/2010</p> <p>Case Name: USA v. Maestas et al Case Number: 1:08-cr-00340-REB Filer: Document Number: 723 Docket Text: SEALED PRESENTENCE REPORT first disclosure for attorney review as to Michael Hee (lv.) Jack Yee-5878 jack_yee@cod.uscourts.gov cod_aty@yahoo.com</p> <p>1:08-cr-00340-REB-10 Notice has been mailed by the filer to: The following document(s) are associated with this transaction: Document description: Main Document Original filename: n/a Electronic document Stamp: [STAMP docStamp_ID=1071006669 [Date=5/18/2010] [FileNumber=2289354-0 [228100cab8ad14c2b09d349d630edba32519e8f34faff923ba77495f6f5b0f 28ca10129778753a1fac32bd869252d45889e2a4649v1c511a7ca85]]</p>
<p>3. The CM/ECF or PACER Login screen will be displayed.</p> <p>You must enter you ECF (filing account login) so ECF can determine if you have access to the restricted document.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If you enter a PACER login, You <u>WILL NOT</u> be able to access your free look.</p> </div>	 <p>CM/ECF Filer or PACER Login</p> <p>Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p> <p>Instructions for filing: Enter your CM/ECF filer login and password if you are electronically filing something with the court.</p> <p>If you received this login page as a result of a link from a Notice of Electronic Filing email Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.</p> <p>If you have trouble viewing a document: After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.</p> <p>Instructions for viewing filed documents and case information: If you do not have filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pac0995.uscourts.gov.</p> <p>Authentication</p> <p>Username: jyee5878 Password: ***** <input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules I have read this notice.</p> <p>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed.R. Civ.P. 6.2 or Fed.R. Crim.P. 69. This requirement applies to all documents, including attachments.</p>

<p>4. Access warning.</p> <p>A. After ECF validates your access, a warning screen is displayed to inform you the document can only be accessed by court users and the applicable party.</p> <p>B. [Click] on the [view Document] button</p>	
<p>5. Document display.</p> <p>The restricted document is displayed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: You can now save the PDF for future access and print one or more copies.</p> <p>If you try to access the document again through the NEF or via PACER, you will incur PACER charges.</p> </div>	

Service

You will have access to sealed documents which you have e-filed, however, you must continue to serve sealed documents on opposing counsel in paper.